

**APPENDIX 1
DATA BREACH REPORT FORM**

If you know or suspect a personal data breach has occurred, please:

- complete this form, and
- email or deliver it to the Data Protection Champion ensuring you mark your email or the form as **URGENT**.

Time is of the essence with data breaches. You must submit this report as soon as you know or suspect there has been a data breach. The Data Breach Team will investigate the potential breach and take any necessary actions.

Name and contact details of person notifying the actual or suspected breach	[Insert name and contact details] If you wish to submit an anonymous report, leave this section blank.
Department/manager	[Insert department from which the report emanated and the relevant manager]
Date of actual or suspected breach	[Insert date]
Date of discovery of actual or suspected breach	[Insert date]
Date of this report	[Insert date]
Summary of the facts	[Provide as much information as possible; including the amount, sensitivity and type of data involved]
Cause of the actual or suspected breach	[Provide a detailed account of what happened]
Is the actual or suspected breach ongoing?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not known

Who is or could be affected by the actual or suspected breach?	<p>[Include details of categories and approximate number of data subjects concerned]</p> <p>Do not notify affected data subjects. The Data Breach Team will determine who should be notified and how.</p>
Are you aware of any related or other data breaches?	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>[If yes, provide more details]</p>